

# DAIMLER

## Legal Specialist

für Charleston, SC Mercedes-Benz Vans, LLC

Kontakt Personal

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Stellennummer

**P0048V041**

Veröffentlichungsdatum

**10.06.2016**

Tätigkeitsbereich

**Orga. / Recht / Kommunikation**

Abteilung

### Aufgaben

#### Responsibilities:

The primary responsibility is to provide professional support to attorneys in the legal department.

#### The Ideal Candidate will be able to:

- Draft legal and business documents and reports
- Analyze legal documents and make recommendations to lawyer
- Assist with identification and collection of documents and information responsive to written discovery requests, subject to litigation holds, and for use as exhibits at trial
- Research legal issues

- Update company law library with current changes in legislation
- Correspond with outside legal counsel on various topics such as discovery requests, legal briefs, hearings, meetings and court deadlines
- Arrange travel for attorneys in legal department
- Review and analyze legal invoices and create purchase orders for legal invoices and submit legal invoices for payment
- Notarize legal documents for Team Members as needed
- Create PowerPoint presentations
- Participate in regularly scheduled team meetings
- Will perform other duties as assigned

## **Qualifikationen**

Qualifications:

## *Education*

Bachelor's degree and 3-5 years of experience; or substantial equivalent experience of 20 or more years

## *Knowledge and Skills*

Must possess the highest level of professionalism, confidentiality, dependability and attention to detail. Strong written and verbal communication skills. Ability to work against deadlines and manage multiple tasks within a fast paced, team oriented environment. Knowledge of fundamentals of law. Must have excellent paralegal skills and strong organization skills. Proficiency with Excel, Outlook, PowerPoint, legal document management software, and e-discovery.

## **Zusätzliche Informationen**

From passenger cars to commercial vans, the Mercedes-Benz brand stands as one of Daimler AG's many success stories. Behind Mercedes-Benz and our several other automotive brands are more than 280,000 employees worldwide who put into practice Daimler's core values of Passion, Respect, Integrity and Discipline each day to accomplish our vision. As the inventor of the automobile, we believe it is our mission and our duty to shape the future of mobility in a safe and sustainable manner - with trendsetting technologies, outstanding products and made-to-measure services.

Here in Charleston, SC, Mercedes-Benz Vans, LLC is writing an exciting chapter in Daimler's history as we add the first U.S. van assembly plant for the Mercedes-Benz Sprinter, in addition to our existing reassembly operation for Sprinter and METRIS vans. Our slogan at Mercedes-Benz is "Vans. Born to Run." We invite engaged, innovative job candidates to run the ramp up of our new facility with us!

EXCELLENT COMPENSATION & BENEFITS PLAN WITH 401k MATCHING.

Click [here](#) to apply.

*Mercedes-Benz Vans is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

## Standort Informationen

**Mercedes-Benz Vans, LLC ("MBV")** is part of the division Mercedes-Benz Vans of Daimler AG, Germany. It is a plant in South Carolina that assembles Sprinter vans for the U.S. market under the brands Mercedes-Benz and Freightliner, with headquarters in Charleston, SC. The midsize Metris van was added to the assembly line in 2015.

Mercedes-Benz Vans announced in March 2015 that it will invest \$500 million in construction of a new Sprinter production plant, in addition to an expansion of existing assembly operations. The new facility will be also located in Charleston, and will provide up to 1,300 jobs.

More than 130,000 Sprinter have been assembled in Charleston and delivered to destinations in the U.S. since 2006. The U.S. is now the third largest market for Sprinter vans, after Germany and the U.K.

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## Benefits



Altersvorsorge



Mitarbeiterbeteiligung



Mitarbeiterhandy



Events



Parkplatz



Gesundheitsmaßnahmen



Mitarbeiter rabatte



Internetnutzung